



CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM	RELEASE DATE:	Friday, June 22, 2007
POSITION TITLE:	Director, Human Resources & Organizational Development Division	FINAL FILING DATE:	Monday, July 9, 2007
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 5,970.00 - \$10,174.00 / Month	BULLETIN ID:	06222007_1

POSITION DESCRIPTION

Under the general direction of the Chief Financial Officer, the Director, Human Resources & Organizational Development Division will provide full management responsibility over human resources, training and development, performance management, diversity enrichment, strategic planning, event planning, and health and safety.

The Director will oversee seven programs: 1) Human Resources, 2) Quality and Training Services, 3) PRISM (Performance, Results, Innovation, Strategy, and Measurement), 4) Voice of the Customer, 5) Diversity Enrichment, 6) HR Strategic Planning (Workforce Strategy execution and HR metrics reporting), and 7) HR Project Management. The Director will plan, organize, and direct the work of multi-disciplinary professional and administrative staff and will have significant responsibility for developing and implementing policies, procedures, and activities of the programs.

The Director will prepare and formally present highly complex agenda items to CalSTRS' Board on issues of major significance that impact or relate to human resources, training and organizational development, PRISM, Voice of the Customer, Diversity Enrichment, HR Strategic Planning (Workforce Strategy execution and HR metrics reporting), HR Project Management, and other functions under the Human Resources & Organizational Development Division. The Director will represent CalSTRS in human resources, organizational development, strategic planning, and performance management issues at meetings, committees, and task forces, and in dealing with Board members, high-level officials, the State Personnel Board, the Department of Personnel Administration, the State Controller's Office, and the Legislature. The Director will provide expert advice and policy recommendations to the Chief Executive Officer, the Executive Team, and Board members on critical issues within the functions of the Division. Additionally, the Director will be responsible for ensuring that related policies are properly developed and implemented in order to assist CalSTRS in meeting its mission and strategic goals; directing the management of highly sensitive and critical activities which are scrutinized by the Board, the Legislature, and various control agencies; directing the development of performance objectives; a variety of human resources

and performance management initiatives; and together with the Executive staff, developing the business strategic plan and innovative solutions to a wide variety of management problems.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including

the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1.) Experience in and knowledge of all aspects of human resources 2.) Experience in and knowledge of organizational development 3.) Experience in and knowledge of performance management 4.) Experience in and knowledge of diversity enrichment 5.) Experience in and knowledge of strategic planning, with emphasis on State civil service reform and human resources information technology within the context of a complex business organization or financial institution 6.) A degree (B.S., B.A.) with a focus on Human Resources Management or Organizational Development, or certifications in Human Resources Management or Organizational Development.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Director, Human Resources & Organizational Development Division**, with the **CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, résumé, and Supplemental Application evaluation conducted by a screening committee. Applicants who do not complete the Supplemental Application (details below) and submit it with their application will be eliminated from the examination process. A minimum rating of 70% must be attained to obtain list eligibility. The results of this examination will be used only to fill the position of Director, Human Resources & Organizational Development Division, with CalSTRS. Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection. Interviews are anticipated to be held during the months July/August 2007. All applicants will receive written notification of their examination results.

FILING INSTRUCTIONS

Please submit a Supplemental Application that responds to the following: 1.) Please describe your education and experience providing policy and program development, guidance and monitoring that would be relevant to this position of Director, Human Resources & Organizational Development. 2.) Please provide examples of your personal ability to successfully influence/persuade/negotiate with

policy-making organizations, such as Executive councils, Governing Boards and Commissions, State Control Agencies, the Legislature or other entities external to your own. 3.) Please describe your experience as a sponsor or business lead of an enterprise-wide project. What was your role, and the outcome? Was the project on-time and within budget? If not, why? 4.) Please describe your approach to integrating the following values within organizations you have managed: Customer Service; Trust; Quality; Integrity; and Accountability.

Within each response, you must include the civil service classification (public sector) or position title (private sector) held, the number of years performing the duties/tasks described, the organization at which it was performed, and the size of staff managed.

When writing your Supplemental Application, please follow these guidelines: a.) Your Supplemental Application must be typewritten or generated by a word processor on 8-1/2" x 11" paper. b.) Limit your responses to no more than a total of two typewritten pages with a font no smaller than 10 pitch. c.) Identify each page with your full name. d.) Make sure your Supplemental Application is complete, specific, clear, and concise. e.) Answer each numbered item separately and indicate the corresponding item number for each response. You may include multiple responses on a single page. f.) Within each response, you must include the civil service classification (public sector) or position title (private sector) held, the number of years performing the duties/tasks described, the organization at which it was performed, and the size of staff managed.

Supplemental Applications submitted without this information may be disqualified from the examination.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- Resumes do not take the place of the Statement of Qualifications.
- Please submit a Supplemental Application

Applications must be submitted by the final filing date to:

CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM, Human Resources Division
7667 Folsom Blvd, MS-31, SACRAMENTO, CA 95826
Mare Ackerman | (916) 229-0938 | MAckerman@calstrs.com

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>